

**RECYCLING SPECIALIST (SUPPORT SPECIALIST II)**  
**MAYOR'S OFFICE**  
**SOLID WASTE & RECYCLING PROGRAM**

**SALARY RANGE:** \$16.72 – 22.40 per hour

**CLOSING DATE:** October 21, 2011

**ABOUT THE JOB:** The Recycling Specialist provides recycling and waste prevention education, resources and technical assistance to businesses within the City of Beaverton. The primary focus of the position is to assist with implementation of the region's Recycle at Work program. This position requires the ability to discuss waste prevention, recycling and sustainability topics with representatives of Beaverton businesses in a professional and courteous manner. A successful candidate will have interest and/or experience in recycling, waste prevention and sustainability issues.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Provide information about the Recycle at Work program to businesses by phone and in person.
- Represent the City to the public in informational/operational roles.
- Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
- Participate in program operational/procedural development and implementation, including research, compiling information, preparing and distributing materials; maintain databases and spreadsheets.
- Provide back-up for general office, mailroom and community garden support as needed.

**TO QUALIFY:** Requires a high school diploma or GED and two years of general office experience. Experience in the recycling or sustainability field and with public outreach is desirable.

This position requires the ability to: communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public; establish and maintain effective working relationships; participate on a team focused on producing high quality results; perform basic data analysis and prepare reports; use application software in the Microsoft Office Suite and Salesforce.

Requires a valid driver's license and the ability to meet the City's driving standards.

**HOW TO APPLY:** All interested candidates may apply by submitting a cover letter and City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at [www.beavertonoregon.gov](http://www.beavertonoregon.gov).

